

Duties of Person-In-Charge:

- Make sure food is prepared in a licensed facility;
- Ensure only individuals required for operation are in preparation storage and warewashing areas;
- Make sure all employees and other persons (including delivery, maintenance, and pest control personnel) entering preparation, storage, and warewashing areas comply with regulation;
- Monitor employee's hand washing to make sure they are effectively cleaning their hands;
- Observe deliveries for approved source, proper temperature, and protection from contamination and/or adulteration;
- Guarantee employees are properly cooking potentially hazardous by daily oversight of the employees' routine monitoring of the cooking temperatures using appropriate temperature measuring devices that are properly scaled and calibrated;
- Ensure employees are using proper methods to rapidly cool potentially hazardous foods that are not held hot or are not for consumption within 4 hours through daily oversight of the employees' routine monitoring of food temperatures during cooling;
- Make sure employees are properly sanitizing cleaned multiuse equipment and utensils before they are reused through routine monitoring temperatures and/or chemical concentrations;
- Notify customers that clean plates, utensils, etc. must be used when they return to the salad bars and buffets;
- Prevent employees from cross-contaminating ready-to-eat food with bare hands by properly using suitable utensils, such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment; and
- Train employees in food safety practices that relate to their specific duties.



Arkansas Department of Health
Keeping Your Hometown Healthy

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